

Performance Measure Tracking Data Release Quick Reference Guide

1. Select **Release Data to OFM** from the BASS Main Menu.
2. Select the **PMT** tab.
3. Select the **Release Type** for data to be released.
4. Click the **Release** button.

Agency: Office of Financial Management

PMT	BDS	BDS - Other	CBS	SPS
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Release Performance Measure Tracking Data to OFM

Includes descriptive information and tracking amounts.

Release Type

<Select a release option>

- <Select a release option>
- Release all PMT descriptive and tracking data
- Release PMs not previously submitted (budget only)

Release

2. Select to release PMT. Only available if the user's security level authorizes.

3. Select the Release Type of the data to be released.

Release Type

- Release all PMT descriptive and tracking data – releases all data, descriptions and tracking amounts, in PMT in Edit status to OFM for approval.
- Release PMs not previously submitted (budget only) – releases the descriptive information for performance measures that are new, in edit status, and have not previously been submitted to OFM for review.

4. Click to release PMT data.